

Executive Registry

70-5574/1

31 DEC 1970

MEMORANDUM FOR: Director of Central Intelligence

THROUGH : Deputy Director for Support

SUBJECT : Federal Government Accountants Awards Program

STATINTL

1. This memorandum transmits for your signature a letter nominating [] for the Federal Government Accountants Award. The letter from Mr. Robert B. Lewis, President of the Federal Government Accountants Association of Washington, dated 7 November 1970, inviting nominations is attached.

2. The nominating document has been reviewed and concurred in by the Office of Security.

3. It is recommended that you sign the letter to Dr. John R. Croxall, Chairman of the Committee on Cooperation with Government Agencies, Washington Chapter. The closing date for receipt of nominations is 31 January 1971.

STATINTL

[]

Robert S. Wattles
Director of Personnel

Atts



CENTRAL INTELLIGENCE AGENCY

WASHINGTON, D.C. 20505

OFFICE OF THE DIRECTOR

7 JAN 1971

Dr. John R. Croxall, Chairman
Committee on Cooperation with Government
Agencies, Washington Chapter
Federal Government Accountants Association
Post Office Box 423
Washington, D. C. 20044

Dear Dr. Croxall:

STATINTL

In reply to Mr. Lewis' letter of 7 November 1970 inviting nominations for the Federal Government Accountants Awards Program, I am pleased to nominate [redacted] of our Support Information Processing Staff.

STATINTL

[redacted] has a distinguished record of thirty years service in the Federal Government in the field of budgeting, accounting, and financial management. While his accomplishments in prior years have been significant, the developments of the past year, due in great part to his initiative and persistence, have been so unusual as to merit public recognition beyond that which this Agency can afford him.

STATINTL

While security considerations limit the extent to which [redacted] accomplishments can be demonstrated or illustrated by actual example, I will be glad to designate a senior official to brief the Committee on the details of [redacted] accomplishment, if so desired. I wish to thank you and the Officers and Directors of the FGAA for continuing this most worthwhile program to honor outstanding contributions toward Federal financial management objectives.

STATINTL

Sincerely,

/s/ Richard Helms

Richard Helms
Director

Enclosure

Distribution:

- 0 - Addressee
- 1 - Director
- 1 - Deputy Director
- 1 - ER
- 2 - DDE
- 2 - D/Pers
- 1 - C/BSO
- 1 - FDC/BSO

/s/ Robert S. Wattles

Originator: 31 DEC 1970
Director of Personnel

Concur: _____
Deputy Director
for Support

STATINTL

OP/BSO [] as (28 Dec 70)

STATOTHR

Approved For Release 2002/05/17 : CIA-RDP84-00313R000200110020-6

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Approved For Release 2002/05/17 : CIA-RDP84-00313R000200110020-6

FEDERAL GOVERNMENT ACCOUNTANTS ASSOCIATION OF WASHINGTON

Founded September 14, 1950

P. O. BOX 423

WASHINGTON, D. C., 20044

November 7, 1970

CHAPTER EXECUTIVE
COMMITTEE F.Y. 1971

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Department of Defense

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Daniel Borth
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Vice President and Chairman of
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Department of the Treasury

Honorable Richard Helms
Director
Central Intelligence Agency
Washington, D.C. 20505

Dear Mr. Helms:

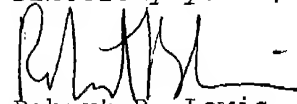
The Washington Chapter of the Federal Government Accountants Association is announcing its 12th Annual Awards Program for Outstanding Achievement in the Improvement of Financial Management in the Federal Service. Through this awards program, our Chapter of the FGAA, a professional organization, seeks to stimulate interest in financial management as a professional career in the Federal Government.

It is a pleasure for me to be in a position to again request your organization's cooperation in identifying Government employees who have made outstanding contributions during 1970 to the improvement of financial management in their agencies and we welcome nominations from your agency. The nominations should be sent to Dr. John R. Croxall, Chairman, Committee on Cooperation with Government Agencies, Washington Chapter, Federal Government Accountants Association, P.O. Box 423, Washington, D.C. 20044. Your existing awards program may be used, of course, in making nominations for the Washington Chapter awards.

Nominations are due by January 31, 1971. Brochures which describe the program and set forth criteria for nominations are enclosed. Any questions concerning the program may be sent to the above address or discussed with Dr. Croxall (343-7333 or IDS Code 183-7333).

The cooperation we have received in the past from your agency is appreciated, and we look forward to receiving those nominations which you feel qualify for the described awards.

Sincerely yours,


Robert B. Lewis
President

Enclosures

AN ORGANIZATION DEVOTED TO THE IMPROVEMENT OF FINANCIAL MANAGEMENT IN THE UNITED STATES GOVERNMENT

Monthly Meetings—Second Thursday Evening Each Month—September Through May

Approved For Release 2002/05/17 : CIA-RDP84-00313R000200110020-6

Federal Government Accountants Association

Sponsored By



Announcing The 12th Annual Awards Program for Outstanding Achievement in the Improvement of Financial Management in the Federal Service

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President-Elect Daniel Borth
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COMMITTEE ON COOPERATION WITH GOVERNMENT AGENCIES

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and Urban Development*
James W. Saylor *Department of Defense*
Len Greess *Department of Agriculture*
Eugene T. Nettles *National Aeronautics
and Space Administration*

1. Purpose. The purpose of the Federal Government Accountants Awards Program is to accord special recognition of outstanding achievement in developing and improving financial management in the Federal Service through effective use of accounting as an integral element thereof, and to stimulate interest in accounting as a professional career in the Federal Government.

2. Type of Award. The awards will be honorary in recognition of creative efforts and important contributions toward Federal financial management objectives. Recognition will be given by the awarding of scrolls to outstanding individuals, or groups, who meet the standards stated in these rules and guidelines. From those nominated by the agencies, selections for the awards will be made by the Awards Committee.

3. Awards Committee. The Awards Committee will be appointed by the President of the Washington Chapter.

4. Eligibility. Any member of the FGAA of Washington or any person in the Washington Metropolitan Area who was employed in the Federal Service at the time the work being recognized was performed will be eligible for consideration for an Award. The individual must have a record of exceptional competence, integrity and devotion to his field of endeavor and his achievement must constitute a notably outstanding contribution to financial administration, during the year immediately preceding DECEMBER 31, 1970.

5. Area of Awards. Nominations for awards are requested (see item 7) in the area of financial management as determined by the Awards Committee. This area may include, but is not limited to such activities as:

- a. Accounting systems
- b. Auditing
- c. Budgeting
- d. Accounting operations
- e. Programming
- f. Financial reporting
- g. Automatic data processing
- h. Financial management training
- i. Performance and productivity accounting

6. Guidelines and examples of Achievement to be Considered. In selecting candidates for nomination, agencies should consider accomplishments made to implement financial management legislation designed to improve management planning and control techniques and, through better use of in-

formation, has resulted in more efficient and economical operations. Examples:

a. Developed a single integrated financial management system, based on a framework of planning and control by activity and area of responsibility, and utilizing costs as a basis of control at operating levels in tandem with fund management and control only at appropriately higher levels.

b. Conducted a complete functional analysis of agency operations, resulting in an approved activity account structure, by organization unit, for common use in budget formulation, presentation, and execution; and identification of related quantitative data for regular use in projection and performance evaluation.

c. Developed and documented an accrual accounting system in conjunction with or in contemplation of internal cost-based budgeting, designed to serve through effective reports the informational needs of an existing or planned integrated financial management system.

d. Developed and initiated a comprehensive system for the overall audit of major agency-wide programs.

e. Initiated or developed an automatic data processing system to meet the agency's financial and statistical reporting needs.

f. Developed a comprehensive financial management training program.

g. Conducted a comprehensive financial management study which resulted in the establishment of more efficient and effective management.

7. Nominations. Each nomination should be supported by a written justification which should cite specific examples and details. The supporting data should be limited to facts, insofar as possible, rather than opinions or conclusions and should not exceed two typewritten pages. The nomination should include the nominee's name, position, title and grade, organizational location, residence or post office address, education, degrees received and any other pertinent information. Agencies should feel free to use their existing awards program when selecting nominees.

All nominations must be in the hands of the Committee by JANUARY 31, 1971, mailing address as follows: Dr. John R. Croxall, Chairman, Committee on Cooperation with Government Agencies, P. O. Box 423, Washington, D. C. 20044.

8. Presentation. The awards will be presented publicly at the regular dinner meeting of the FGAA of Washington May 13, 1971. The award winners will be guests of honor. As much publicity as possible will be given Award Winners.

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Approved For Release 2002/05/17 : CIA-RDP84-00313R000200110020-6

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